

**SITE VISIT MINUTES
FOR
SOLICITATION FA2517-09-T-5014
HOOD & DUCT SERVICE FOR PETERSON AFB CO**

1. A site visit was conducted on 14 January 2009. Visitors met 1:00 p.m. at the Base Fire Department Bldg. 218, Conference Room, Peterson AFB. Visitors were asked to sign an attendance roster (Atch 1).
2. The contracting officer welcomed the attendees to the site visit from the Visitor's Center. A short meeting was held in the conference room at the Fire Department. Government personnel was introduced to everyone. The contracting officer provide a copy of the site visit itinerary (Atch 2) to the attendees. Visitors were reminded that other than general questions, technical or questions related to the solicitation could be submitted in writing after the site visit or may be faxed or e-mailed to the contracting officer.
3. Contractors were picked up at the Visitor's Center and transported to the Fire Departement. Burke Ferrin conducted the site visit. The following areas were viewed during the site visit:
 - a. Unit in Bldg. 218, Fire Department
 - b. Units in Bldg. 1, HQ AFSPACECOM
 - c. Units in Bldg. 2, NORAD
 - d. Unit in 2025
 - e. Units in Bldg. 2017, Base Exchange Food Court
 - f. Units in Bldg. 2019, Commissary
 - g. Units in Bldg. 1160, Dining Hall
4. The tour of facilities was completed by 3:30 p.m.
5. Everyone was thanked for attending the site visit. The contracting officer mentioned the due date for question submittal to contracting. that responses to the offeror questions would be included with the Site Visit Minutes and posted by amendment in FedBizOps. The site visit ended approximately 3:45 p.m.


CHARLOTTE MALONEY
Contracting Officer

3 Atchs:

1. Attendance Roster
2. Site Visit Itinerary
3. Questions & Answers

ATTACHMENT 1 ATTENDANCE ROSTER

[illegible]

ATTACHMENT 2
SITE VISIT ITINERARY

DATE: 14 January 2009

TIME: 1:00 p.m – 3:00 p.m.

PLACE: Fire Department, Bldg. 218, 21st CES/CEF, Peterson AFB, Colorado Springs,
CO.

NOTE: Visitors were reminded that other than general questions, technical or questions related to the solicitation could be submitted in writing after the site visit or may be faxed or e-mailed to the contracting officer.

1:00 – 1:15 Meet in 21 CES/CEF Conference Room
 Opening Statements
 Attendance Roster Sign In
 Handout PAFB Site Visit Itinerary

1:15 – 2:45 Depart for Base Site Visit to the following areas:
 Bldgs. 1; 2; 216; 218; 1160; 1470; 2017; 2019; & 2025

3:00 Return from Base Site Visit

ATTACHMENT 3 QUESTIONS AND RESPONSES

Question: The document provided which listed buildings where the hood and duct cleaning will occur indicated that there “may be change” and any additional buildings whether listed or not will be covered by this contract. If so, how the pricing “lump sum” submitted would be affected by these changes.

Response: The government uses a Unit of “lump sum” or “dollars” for a total amount of funds placed on a contract to ensure the service will be adequately funded should any additional buildings be added, due to growth on the base or should additional service be required to any particular hood and duct. It’s more cost effective to have funds available on the contract for such changes.

Question: Please clarify the total number of hoods & ducts we are actually bidding on for this contract.

Response: They are all listed in the SOW, Tech Exhibit 1, as far as I know.

Question: What is the procedure if additional hood and ducts are added during the course of the year?

Response: The Statement of Work will be updated via modification. The funds on the contract will either cover the additional units or the government will need to obtain additional funds to cover the service required.

Question: If we submit a cost proposal for two (2) cleanings per year, how is this pricing affected if additional ducts are added?

Response: The contractor will know when additional ducts are added because the contract will be modified prior to servicing the units. The contractor’s proposal will respond to CLIN 0001 per the solicitation.

Question: The wage determination provided does not specify which labor rate we should utilize for the cleaning. For example, there is a wide discrepancy in wage rates between a sheet metal worker and a laborer. Please advise.

Response: The government is only required to submit a copy of the latest Department of Labor Wage Determination. The wage classification used for hood and duct cleaning is up to the offeror(s).

Question: Please clarify if the “lump sum” we are requested to provide in response to the RFP is treated as a “Firm Fixed Price”.

Response: The government apologizes for using the term “fixed price” during the site visit. The “lump sum” will be a fixed amount on the contract unless otherwise modified by the

contracting officer, (i.e. additional funds required to increase in services). The “lump sum” amount that will be placed on the awarded contract will be different than what is proposed by each interested offeror bidding the service. The contract will not be a fixed price contract.

Question: Regarding the government’s wage determination:

1. Who determines this wage or occupation description?
2. Does each contractor use the same wage determination or occupation on the list provided?
3. What is the main function of this item in the solicitation

Response:

1. The Federal Department of Labor is responsible for determining the wages and health and welfare benefits on Area Wage Determinations. The contracting officer selects the appropriate Wage Determination based on the known locality of where the work will be performed. Area Wage Determination, 2005-2079, Rev. No. 7, dated 05/29/2008 is the current Area Wage Determination for El Paso County for this work as of the date of the publishing of this response.

2. The Area Wage Determination is provided as an attachment to this solicitation and is required by Federal Acquisition Regulation (FAR) 52.222.41 and, as such, is applicable to all offerors.

Yes; each interested offeror bidding on this effort will review the same Wage Determination attached in the solicitation package. Contractors are responsible for determining which occupation they will use in the performance of this effort.

3. If “this item” is referring to the Area Wage Determination attached per the solicitation package, the inclusion of the Wage Determination is mandated by the Service Contract Act (FAR 52.222.41). Its purpose is to ensure that “each service employee employed in the performance of this contract by the contractor or any subcontractor shall be paid not less than the minimum monetary wages and shall be furnished fringe benefits in accordance with the wages and fringe benefits determined by the Secretary of Labor, or authorized representative, as specified in any wage determination attached to this contract.” See FAR 52.222-41(c) (1).